



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INFORMATION OFFICER I (SPECIALIST)

\$3,915 – \$4,759

OFFICE OF COMMUNICATIONS

SACRAMENTO

MULTIPLE POSITIONS

RESPONSIBILITIES:

The California Department of Insurance seeks energetic, motivated candidates for the position of Public Information Officer I. This position will help generate an effective public information campaign to educate consumers about their rights in the insurance industry market. The incumbents will work under the direct supervision of the Deputy Commissioner, Communications, to formulate campaigns and media strategy, and be responsible for the implementation of these efforts. The incumbents will provide research and analysis to help effectively deliver the Department's message.

DESIRABLE QUALIFICATIONS:

The incumbents must have strong writing skills, excellent communication skills, be knowledgeable of local and statewide media, familiar with standard methods of information delivery to media, and possess a creative ability to generate ideas. Incumbents must possess knowledge of the following: techniques of preparing, producing and disseminating information utilizing all major media outlets; ability to establish and maintain good working relations with the news media and other public groups; ability to analyze data; ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material; and ability to work under tight deadlines in a fast-paced environment while gathering accurate information. Working knowledge of Microsoft Word is desired.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Information Officer I (Spec) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, and reinstatement) on the State application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christina Vaiza, Department of Insurance - Human Resources Management, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Information Officer I, 413-183-5601-XXX" on the State application.** For additional information, please call Linda Lane at (916) 492-3566.

FINAL FILING DATE: JULY 3, 2003, OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit state application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

6/23/2003 tc